



**Washington State Commission
on Asian Pacific American Affairs**

Executive Director's Report

March 16, 2019

Prepared by Toshiko Grace Hasegawa

March Board Meeting
City of Everett, Snohomish County, WA
Everett Community College, Whitehorse Hall Room 105
2000 Tower Street, Everett, WA 98201

Improving the well-being of Asian Pacific Americans by examining issues, advancing advocacy, and ensuring access to government.

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Executive Director's report to the Commission covering activities, progress, and updates from January 19, 2019 to March 16, 2019.

1. STAFF & COMMISSIONER ACTIVITY

Staff activity: In the last month, staff has attended several community-based events in King, Pierce, Spokane and Thurston Counties, including: emceeding the APCC New Year Celebration at the Tacoma Dome, Emceeding the Day of Empathy Demonstration in Olympia calling for an end to mass incarceration, APIC meetings, several Lunar New Year Celebrations, Asia Pacific American Labor Alliance Dinner, Rally Against the State of Emergency at the Border, as well as meetings with several representatives of community organizations such as the NAACP, Densho, Seattle JACL, Interim CDA, and others.

APA Legislative Day: Nearly 1,000 community members attended APA Legislative Day in Olympia on January 23 to meet with legislators and the Governor about APA legislative priority issues. The rally took place on the North Steps by the flag lawn, which featured live entertainment of many different countries, speeches from APA legislators and the Governor, as well as food and coffee for attendees.

Business Diversity Subcabinet: CAPAA has been an active member of the Business Diversity Subcabinet since its inception. Meets on a quarterly basis. The disparity study is currently underway, and will provide valuable information about how state government is doing when it comes to including minority-, women- and veteran-owned businesses in contracts and purchasing. Technical Teams are working on improving the state's measurement framework, improving the WMBE certification process, as well as engagement and assistance to small businesses. The disparity study will be released to the Governor next month and its information will be utilized as guidance for subsequent action-oriented team work.

Governor's Leadership Academy Ruth Woo Fellowship: The application for the Ruth Woo Fellowship closed February 11th. We received 145 total applicants for the Governor Leadership Academy, of whom 30 were people of color, and of whom two of which explicitly applied to be the Ruth Woo fellow. I participated in the interview process and a final decision was made Thursday. The selected candidate will be notified in the coming weeks and begin their term in late June. We are always working to improve our outreach but from my understanding it is a pretty good turnout for the GLA applications.

OSPI Social Emotional Learning Workgroup Briefing: CAPAA's representative upon the Social Emotional Learning (SEL) workgroup wrote to resign her post, approximately 6 months prior to the conclusion of this three-year commitment. She noted that in her experience, she felt sidelined and ignored when providing feedback, and that the SEL Workgroup's Final Report would not produce she felt comfortable putting her name to. CAPAA alerted the concerns to the EOGOAC, who promptly called the OSPI SEL Workgroup to make a full presentation, during which EOGOAC representatives voiced concerns of their process. Thereafter, additional voices of the SEL Workgroup came forward, with similar experiences of their perspective trivialized and their input ignored. Working with CAPAA's SEL Workgroup representative, we called a Zoom session including CAPAA's Education Committee Chair and representatives of OSPI to present the first draft of the Final Report and provide input. We have since facilitated introductions to CHA and CAAA leadership so that they too might provide feedback that might impact the report. The Final Report is due to the legislature in June, 2019.

CJTC Rulemaking Process The CJTC has begun the process of implementing initiative 940, which includes re-writing the rules for proper training in de-escalation, crisis intervention, implicit bias, and cultural competency, as well as coming up with a definition for an “independent investigation” into deadly use of force cases. To do so, CJTC is soliciting public input to inform the rules they come up with. CAPAA plays the role of a “Community Connector” and has helped work turnout for two public input forums thus far (King County, Spokane County), and will assist with working turn out for two more public input sessions (Vancouver, Yakima). It is notable that community voices did not feel like it was a “safe space” to vocalize opinions, so for future public input meetings, law enforcement will be respectfully invited not to attend.

Official Events: It also attended many official events, including two EOGOAC Meetings, a Reading of a resolution honoring CAPAA’s 45th Anniversary, the Day of Remembrance commemorating the signing of Executive Order 9066 which resulted in the mass incarceration of Japanese Americans, Results Washington’s February Results Review on racial disparities in service delivery, procurement and public contracts, and workforce development, as well as speaking with all 2019 legislative interns about the work of CAPAA.

Commissioner Activity: Commissioners submitted activity reports for the time period of December 2018 – March 2019. Total events reported = 50; Activity Report response rate = 75% (9/12 respondents).

2nd Vice Chair Nguyen was appointed to *be the CAPAA representative for the Workfirst Poverty Reduction Oversight Task Force*.

Sili Savusa and Frieda Takamura were re-appointed as CAPAA’s representatives to the *Educational Opportunity Gap Oversight and Accountability Committee* (EOGOAC), with Julie Kang and Mele Aho as their alternates.

CAPAA Events:

March 18 – Ethnic Commissions’ Reception: Welcoming POC Elected Officials Statewide
5:00 p.m.
Governor’s Mansion

April 13 – Sapphire Anniversary Party: Celebrating 45 Years of Advocacy
5:00 p.m.
Eden Seattle 1950 1st Ave S, Seattle, WA 98134

June 8 – Board Meeting
10:00 a.m. – 2:00 p.m.
@ Kitsap Fil-Am Community Center, 1240 Sheridan Rd, Bremerton, WA 98310

September 21 – Board Meeting
10:00 a.m. – 2:00 p.m.
@ Vancouver Community Library, 901 C Street, Vancouver, WA 98660

November 16 – Orientation/Year-End Celebration
10:00 a.m. – 2:00 p.m.
@ Keiro NW, King County, 1601 E Yesler Way Seattle, WA 98122

2. FINANCE

CAPAA is in good financial condition. Assuming CAPAA's decision packages are approved, CAPAA is projected to spend its entire budget, but not to overspend. CAPAA will push back the needs assessment costs or use donation account funds if the agency does not receive approval of its decision packages (DP)'s. At this time, CAPAA has just over \$15,000 in its donation account (See Appendix 1).

Notable adjustments to the budget include engaging in a \$1,500 with Greg Cohen for CAPAA's Logo project as well as engaging in a \$1,500 with Seferiana Day to re-build CAPAA's website. CAPAA has also budgeted \$3,000 to contract with Matt Chan to conduct CAPAA's legacy video project.

3. COMMUNICATIONS

Newsletter: CAPAA's newsletter is sent to the entire e-mail listserv (1,650 unique e-mails) on a bi-weekly basis, containing legislative updates, upcoming events, opportunities, and exciting announcements relating to CAPAA's Sapphire Anniversary Celebration. We have reduced copy (words) and lean towards incorporating flyers, photos, as well as continuing on with our recorded video updates, compiled by Sam.

Facebook: 1, 441 Likes; 1,444 Follows; Posts reached over 7,000 people this week alone. "Page Reach" peaked at an all time high at 6,941 (organic/unpaid) on February 26, 2019. For perspective, in all of 2018 (January 1 - December 31), peak engagement = 1,404 (organic, unpaid) on March 23, 2019.

Logo: Staff worked in conjunction with the graphic designer to create the new logo. Our connection to the earth is something that many of our cultures relate to. Water represents the oceans crossed to arrive at the shores of America. The bottom two lines are the tide, representing our separate communities. When we all move together, we generate the wave. They style is inspired by Polynesian tattoo and wood carving art. The wave emulates a fishing hook. Executive Board to develop the new CAPAA Mark, Text Family, and Logo.

Staff consulted with the Executive Committee who favored a red design over blue. The following link contains the following file formats for the new CAPAA logo in red:

https://drive.google.com/drive/folders/1yORI0L3dkAy2m3_qRGrP7o_SVRNX2c7w

The logo deck entails:

- **Full version of the logo:** "mark+logo+sub text"
- **Logo version:** "mark+logo"
- **Symbol version:** "mark"
- **File Format:**
 - CMYK
 - RGB
 - Knock out version (white)
 - Black version
- **File format types include:**
 - PDF
 - EPS
 - JPEG
 - PNG

Staff would prefer a blue logo to red, as blue better captures the ocean and wind elements represented in the mark.

Website: The project to re-design the CAPAA website is underway.

Legacy Project: At the 45th event, we plan to conduct structured interviews with past Executive Directors and Commissioners about their personal histories serving upon the Commission. The idea is to create an informational vignette about the historic purpose of the Commission, and it's role as a State Agency in serving the public. This video will be used as an education resource to legislators and government agencies, and will be included on CAPAA's new website. Matt Chan is producing this vignette.

4. LEGISLATION & ADVOCACY

SSB 5290: End practice of jailing minors for noncriminal behavior like truancy or running away and strengthens and funds community-based programs that are culturally relevant and focuses on addressing disproportionality of youth of color, especially at-risk youth. Scheduled for public hearing in the House Committee on Human Services & Early Learning at 1:30 p.m..

Census funding: The Governor allotted \$4.5 million for the Full Count effort. Non-profit organizations are request \$15 million.

COFA Dental: SB 5274 passed the Washington State Senate by a unanimous vote to ensure access to dental care for Marshallese, Palauan, Chuukese, Kosraean, and Yapese communities. Will go to the House Health Care and Wellness Committee. Advocates are organizing a COFA advocacy day, next Wednesday, March 20th.

Death Penalty: Legislation to abolish the death penalty, SB 5339, passed the Senate and is currently in the House Public Safety committee. It has not yet been scheduled for a hearing.

Ethnic Studies Curriculum: HB 5023 passed through the senate and is scheduled for a public hearing in the House Committee on Education on March 18th at 1:30 p.m.

Filipino American History Month: SB 5865 to establish Filipino American History Month in the State of Washington passed unanimously off the Senate floor and is scheduled for public hearing in the House Committee on State Government & Tribal Relations on March 20 at 1:30 p.m.

Wrongful Death: SHB 1135 modifies provisions relating to actions for wrongful injury or death so that victim's surviving parents or siblings, regardless of nationality, may be eligible to recover the economic losses associated with the wrongful death. March 1st was referred to Rules 2 for review.

APPENDIX I: CAPAA's Financial Status - March 2019

CAPAA									
FY 2019 Projection									
	FY19	Exp. Thru	Projected	Projected	Projected	Projected	Projected	Projected	Projected
	Allotments	Feb (FM20)	Mar-2019	Apr-2019	May-2019	Jun-2019	Exp. Total	Variance	Notes
Category									
Salaries and Wages	144,636	93,797	12,920	12,920	12,920	12,920	145,477	(841)	
Employee Benefits	52,382	49,739	4,551	4,551	4,551	4,551	67,943	(15,561)	
Professional Service Contracts	0	2,050	3,350	0	0	3,750	9,150	(9,150)	
Goods and Other Services	49,347	23,393	2,535	2,609	2,547	3,785	34,868	14,479	
Travel	18,635	10,285	1,543	1,543	1,543	1,543	16,455	2,180	
Capital Outlays	0	75	0	0	0	0	75	(75)	
Grants, Benefits & Client Services	0	0	0	0	0	0	0	0	
Sum:	265,000	179,338	24,898	21,622	21,560	26,548	273,968	(8,968)	
Category									
Salaries and Wages	144,636	93,797	12,920	12,920	12,920	12,920	145,477	(841)	
AC State Exempt	144,636	88,031	12,920	12,920	12,920	12,920	139,711	4,925	
AT Terminal Leave		5,766					5,766	(5,766)	
Employee Benefits	52,382	49,739	4,551	4,551	4,551	4,551	67,943	(15,561)	
BA Old Age and Survivors Insurance	8,970	5,713	801	801	801	801	8,917	53	
BB Retirement and Pensions	18,372	11,263	1,658	1,658	1,658	1,658	17,895	477	
BC Medical Aid & Industrial Insurance	972	533	73	73	73	73	825	147	
BD Health, Life & Disability Insurance	21,968	13,740	1,832	1,832	1,832	1,832	21,068	900	
BH Hospital Insurance (Medicare)	2,100	1,336	187	187	187	187	2,084	16	
BK Paid Family and Medical Leave		38							
BT Shared Leave Provided Sick Leave		17,117					17,117	(17,117)	
Professional Service Contracts	0	2,050	3,350	0	0	3,750	9,150	(9,150)	
CA Management and Organizational Services		400					400	(400)	
CD Computer and Information Services			2,500				2,500	(2,500)	\$2,500 Seferiana Day webpage design and rebuild
CZ Other Professional Services		1,650	850			3,750	6,250	(6,250)	\$2,500 Greg Cohen brand identity package (in Feb and Mar) \$3,000 in prior to year-end for Legacy Video Project (placed in June) \$750 prior to year-end for program booklet design (placed in June)
Goods and Other Services	49,347	23,393	2,535	2,609	2,547	3,785	34,868	14,479	
EA Supplies and Materials	605	1,412	176	176	176	176	2,118	(1,513)	Projection is based on FYTD monthly avg
EB Communications/Telecommunications	2,340	1,569	213	213	213	213	2,421	(81)	\$5/mo Skype \$100/mo AT&T \$108/mo CTS Services (3 mo avg)
ED Rentals and Leases - Land & Buildings		0					0	0	Capitol Court rent charged to AI 6X0, Fund 22A, \$0 paid out of CAPAA's budget (FY 18 and 19 only)
EF Printing and Reproduction	6,996	759	95	95	95	1,345	2,389	4,607	EF Printing projection is based on FYTD avg, plus \$1,250 for program booklet printing (expenditure placed in June)
EG Employee Prof Dev & Training	4,004	3,295	177	177	177	177	4,004	0	EG projection is based on FY19 allotment of \$4,004, which is approximately equal to FY18 expenditures
EH Rental & Leases - Furn & Equipment	2,004	1,270	127	127	127	127	1,776	228	\$48/mo Sharp & Waterco expenses \$300/qr estimated meeting space cost
EJ Subscriptions	300	250	13	13	13	13	300	0	Projection is based on FY19 allotment of \$300, which is approximately equal to FY18 expenditures
EK Facilities and Services	12,149	7,944	991	991	991	991	11,908	241	Monthly Expenses: \$927 SAFS \$27 CMS \$11 Camplus Contracts/Perry St Daycare \$26 Public and Historic Facilities \$113/mo CTS Allocations \$61/mo CTS Services \$7/mo DES Information Systems \$3/mo avg Warrants \$63/qr OFM Core Financials
EL Data Processing Services (Interagency)	2,656	1,667	184	247	196	184	2,478	178	\$12/qr OFM Enterprise Systems Fee EM costs based on FYTD avg. If monthly avg decreases, the FY19 allotment of \$996 may be a good estimate of FY19 costs. (For reference, \$688 was spent in FY18.)
EM Attorney General Services	996	784	98	98	98	98	1,175	(179)	\$126/mo SAFS HR
EN Personnel Services	1,608	1,072	134	134	134	134	1,608	(0)	\$8/mo DES Personnel CSB rate \$1,096/yr self insurance premium paid in July \$25/yr fidelity bond paid in July
EP Insurance	2,525	2,080	120	120	120	120	2,560	(35)	\$120/mo risk mgmt admin
ER Other Contractual Services	10,368	1,072	134	134	134	134	1,608	8,760	ER costs based on FYTD avg
EW Archives & Records Management Svcs	48	33		11			44	4	\$11/ptr Sec of State Archives services
EY Software Licenses and Maintenance	1,500	186	23	23	23	23	278	1,222	EY Projection is based on FYTD avg
EZ Other Goods and Services	1,248	0	50	50	50	50	200	1,048	\$50 per month estimated for misc costs
Travel	18,635	10,285	1,543	1,543	1,543	1,543	16,455	2,180	Travel projection is based on FYTD avg travel expenditures, plus 20%. 20% was added to FYTD average to account for the fact that travel costs may increase under the new hourly travel policy for commissioners. (For reference, the agency spent about \$13k in FY18).
GA In-State Subsistence & Lodging	3,104	2,981	447	447	447	447	4,770	(1,666)	
GB In-State Air Transportation	6,408	2,847	427	427	427	427	4,555	1,853	
GC Private Automobile Mileage	6,796	3,926	589	589	589	589	6,281	515	
GD Other Travel Expenses	1,100	531	80	80	80	80	850	250	
GF Out-of-State Subsistence & Lodging	500	0	0	0	0	0	0	500	
GG Out-of-State Air Transportation	727	0	0	0	0	0	0	727	
GN Motor Pool Services		0					0	0	
Capital Outlays	0	75	0	0	0	0	75	(75)	
JA Noncapitalized Assets		75					75	(75)	
Grants, Benefits & Client Services	0	0	0	0	0	0	0	0	
NZ Other Grants and Benefits							0	0	
Total Dollars	265,000	179,338	24,898	21,622	21,560	26,548	273,968	(8,968)	
							Plus Director Pay Raise DP	5,000	
							Plus Unexpected Leave Costs DP	13,000	
							Projected Ending Balance, if DPs are approved	9,032	